

Patrol Squadron NINE



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Commanding Officer



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“World Famous Golden Eagles”

2017

Deployment Information Family Guide

VP-9 Homepage: <http://www.vp9.navy.mil>

VP-9 Facebook Page: <https://www.facebook.com/pages/VP-9-Golden-Eagles/273216816490>

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From Golden Eagle ONE

Aloha to the Golden Eagle Ohana! In just a few short weeks, we will depart for our 2017 deployment. Your loved ones are well prepared to execute a wide range of missions in support of national objectives in the FOURTH and SEVENTH Fleet of operation. Patrol Squadron NINE is ready to assume the watch largely due to your support over the past twelve months. From late dinners, last minute schedule changes to squadron social events, you have supported our efforts to ensure we are ready to answer any challenge. Thank you for your tremendous support!

As we go forward, focused on missions such as Anti-Submarine Warfare, Anti-Surface Warfare and Intelligence/Surveillance/Reconnaissance, our thoughts are never far from our families at home. This guide is intended to help service members and their families prepare for the months ahead and serve as a ready resource during deployment. There are many things that service members and their families should address to help ensure readiness for a deployment, like completing legal documents and getting financial affairs in order. Proper preparation can make the entire deployment less stressful for the entire family. A deployment is never easy, but proper preparation can help minimize stress and anxiety and to help service members rest assured that their affairs and families are taken care of while they are away.

I would like to take this opportunity to introduce you to three very special volunteers who are also available to make this deployment easier - our Golden Eagle Ombudsmen: Sara Webb, Melissa Pickett and Rachel Rumble. They are your direct liaison to the deployed command and have a wealth of information should you have any issues or concerns. Another valuable resource is our Family Readiness Group (FRG). The FRG can provide support and conduct activities for you and your family members during deployment. The Ombudsmen and FRG are extremely valuable resources that will serve to enhance communication, raise morale and share ideas. In this guide, you can find more information for these individuals.

No matter how prepared service members and their families are before the deployment, no one can predict all of the issues that we may come across. At VP-9, we are committed to building our Ohana's ability to adapt to unexpected changes and manage stress and feelings of anxiety. We promote a philosophy of, "Golden Eagles take care of Golden Eagles." Without a strong and stable home-front, our Sailors cannot remain focused and perform to the best of their abilities. Thank you again for your part in supporting the countless months of hard work that allowed us to get to this point and your continued support going forward. Mahalo and Ke Akua pu a hui hou.

Skipper Regoli

Operational Security

Practicing good Operations Security (OPSEC) is an essential part of safeguarding VP-9 personnel. OPSEC challenges us to look at ourselves through the eyes of an adversary (individuals, groups, countries, organizations) and ask, "Could this information be used against us?" It is important to review what we can and cannot say in non-secure correspondence (e.g., e-mail, phone, in line at the commissary, etc.).

Electronic communications have made staying in touch during deployment much easier but unfortunately ,services such as e-mail, text messaging and Skype are **INHERENTLY INSECURE** regardless of what claims they might make about encryption. The popularity of third party apps makes the risk even greater, they provide a potential way for a hacker to access everything on your personal devices.

Just because something is unclassified does not mean it is not sensitive information. To protect your Sailor and fellow Golden Eagles while deployed, **do not discuss the following in e-mail, social networks, over the phone, FaceTime, texting, WhatsApp, etc.**

- Past, current or future operations, to include where we are or where we will be flying, what we are doing in the air and any planned future movements among detachment sites.
- The current location of squadron aircraft and personnel, or of U.S. Navy ships or submarines.
- Details about force protection measures (designed to protect your Golden Eagles) in place at any detachment site.

If you have questions concerning the sensitivity of information you want to discuss with your Golden Eagle, observe the following rule of thumb: "When in doubt, leave it out!"

From the Ombudsmen



Golden Eagle Ohana,

Aloha! Welcome to Patrol Squadron Nine. Let us take this opportunity to introduce ourselves. We are Sara Webb, Melissa Pickett and Rachel Rumble and we have been appointed as your command Ombudsmen.

As many of you probably already know, an Ombudsman's primary duty is to assist Navy families. We act as a liaison between the command and the command families. We will also communicate information about military and community resources to families. When you have a question or a problem and are unsure where to turn, contact your Ombudsman. Ombudsmen are the tool for passing along information such as the command's schedule, deployment program information, messages sent from deployed commands, resources available in the civilian or military community and an understanding of the military lifestyle.

What the Ombudsman can do for you:

- Serve as a reliable source of information.
- Pass information from the families to the command.
- Pass information from the command to the families.
- Help cut through "red tape" to resolve issues.
- Advocate for families to the command.
- Refer people in need of assistance to various military and civilian agencies.

Please feel free to call us if we can be of any assistance to you during deployment. Your questions, comments and concerns are very important and will be held in the strictest of confidence. Our normal phone hours are from 8:00 am to 8:00 pm for non-emergencies. We are available 24 hours a day for emergencies. If we are unavailable, we will return your call as soon as possible. We may also be contacted via email.

Sincerely,
VP-9 Ombudsmen team
vp9omb@gmail.com
(808) 590-8348

Family Readiness Group

The Family Readiness Group (FRG) is a command-sponsored organization of family members, volunteers and Sailors belonging to a unit, that together provide an avenue of mutual support, assistance and a network of communications among the family members, the chain-of-command and community resources. FRGs help create a climate of mutual support within the unit and community. Basic FRG goals include supporting the military mission through provision of support, outreach and information to family members.

Benefits of FRGs:

The Family Member: Unit FRGs foster a sense of belonging to the unit and community and provide a vehicle for families to develop friendships while they gain information about the unit and community. In addition, they provide information and referral and share support during deployments. Through successful FRG efforts, many spouses have developed a more positive attitude toward themselves, a better understanding of why deployments are necessary and the Navy mission to maintain readiness.

The Sailor: FRGs provide support that communicates command caring, integrity of care and open and honest communication. This allows Sailors to trust in that care, enabling them to concentrate on the mission at hand and have the emotional readiness to carry out that mission. FRGs help develop a confidence in Sailors that family members will receive reliable and friendly support when the service member is away. This can be a meaningful stabilizer for Sailor performance and an enhancer of training and psychological readiness to fight.

VP-9 Family Readiness Group Email Address:

VP9FRGHAWAII@GMAIL.com

Mrs. Katherine Daniels, VP-9's FRG President

Facebook – VP-9 Family Readiness Page

<https://www.facebook.com/groups/vp9frghawaii/>

We highly recommend connecting with us through email and our Facebook group. During deployment, more family activities and events will begin to take place such as the “Over the Hump” party. We would love to see everyone there!

Contacting Your Sailor

Emergency Contact

The American Red Cross Hero Care Center is available 7 days a week, 24 hours a day, 365 days a year, with two options for requesting assistance, online and by phone at (877) 272-7337. Requests can also be submitted online at the following link:

<http://www.redcross.org/get-help/military-families/emergency-communication>.

When contacting the Red Cross, be prepared to provide the following information (if you do not have all of the information, please use phone option):

Service Member Information

- Full Legal name
- Rank/Rating
- Branch of Service
- Social Security Number or Date of Birth
- Military Unit address
- Information about the deployed unit and home base unit (for deployed service members only)
- Information about the emergency

- Name and Contact for the immediate family member experiencing the emergency (could be spouse, parent, child/grandchild, or grandparent)
- Nature of the emergency
- Where the emergency can be verified

Your Squadron Ombudsman will be the best route for speedy notification in the event of an emergency. With that being said, if there is an emergency that requires the presence of your Sailor, you should still contact the Red Cross to set the official process in motion to get them home.

Contacting Your Sailor

Routine Contact

With advances in technology, communication has become very easy even from across the world, but there can still be challenges. Not every location will offer easy access to phones, internet, etc. and your Sailor may not be at liberty to communicate back home at the moment. See below for additional options:

Internet/Social Media

Most of our locations will have locations with internet available via Wi-Fi allowing Sailors to connect to the internet. There are several websites and applications that allow for video and audio phone calls over Wi-Fi such as Skype, Facebook, FaceTime and others. Messages can be sent using social media sites such as Facebook private messaging along with email. Email addresses will be setup once the squadron deploys.

Contacting by Phone

Telephone calls from the United States to Japan are fairly simple. Calling cards may make it relatively inexpensive to keep in touch with your Sailor while on deployment. There are other areas to which we may deploy where it will be a little more difficult to make phone calls or send email. Once your Sailor is setup they should be able to provide you with more specific contact information.

Be advised that most cell phones will work overseas. However, the cost of utilizing them on an overseas network will be very

expensive. Call your service providers beforehand to get an understanding of their international policies. You can be charged even if you just receive voicemails or if you own a smartphone, you connect to the data network and it automatically connects to update its applications. As mentioned above, look into Wi-Fi calling and/or VOIP (Voice over Internet Protocol) services such as Skype, FaceTime, Facebook, Google Voice, Oovoo, etc.

Official Phone Numbers

Duty Office Kadena	(315) 634-6573/6003
OIC El Salvador	(312) 567-0107

* DSN phone numbers can only be called from an official DoD line. Family members requiring contact with their loved ones should use all other options prior to calling.

* As a reminder, these are international phone calls and can result in substantial calling charges so use only in an emergency when all other options are exhausted.

Prior to calling your Sailor, consult the Time Zone Chart to see what time it is at their location. To use, first check what time it is at your location and then move over to your Sailor's location.

Contacting Your Sailor

Mail: The official squadron address will depend on where your spouse is located. Kadena should be the default address.

For Kadena AB Japan:

Rank Service Member Name
VP9 Main Body
ATTN: Sailor Name
UNIT 209207
FPO AP 96602

For San Salvador, El Salvador:

Rank Service Member Name
VP 9 DET 1
ATTN: Sailor Name
UNIT 203010
FPO AA 34080

*Note: Effective date of use is 1 March. If you use the VP-9 Hawaii mailing address, it will be sent to the post office on MCBH Kaneohe first then forwarded to VP9 Main Body.

Mailing Tips:

- If cookies are not packed tightly or well cushioned, you may get a letter about the lovely crumbs you sent.
- Do not send highly perishable items.
- If you are sending a package for a special occasion, be sure to mail it early so it has plenty of time to arrive.
- Do not send aerosols or liquids in class containers.
- UPS will not accept packages addressed to FPO addresses.
- DO NOT send packages on next day or second day air. It will only guarantee delivery to Chicago. Once it leaves there, it is on a space available basis.
- Put an extra address card **INSIDE** the package. If damage occurs to the point that neither the destination nor return address can be read, it will be opened by the post office. The package will go into a dead-letter bin if no address is found.
- You may need to use customs forms. Check with your local post office.
 - **Customs:** Parcels and articles mailed from outside the U.S. are subject to examination by U.S. Customs officials, with the recipient liable for the duties assessed. Articles, which bear marks or names copying trademarks, cannot be mailed unless these marks or names have been removed (i.e. no fake Gucci bags). Be aware that any gifts mailed back to you from your spouse may be assessed customs fees.
 - **U.S. Postal Regulations:** U.S. Postal regulations prohibit the shipment of poisons, explosives, flammable material, and alcoholic beverages. Additionally, the following items cannot be mailed to military post offices: securities and currencies, precious metals, cigarettes, and other tobacco products and living plants. If in doubt about mailing an article, consult your local post office.

Time Zone Chart

HAWAII	*WHIDBEY	EL SALVADOR	JAPAN
0100	0300	0500	2000
0200	0400	0600	2100
0300	0500	0700	2200
0400	0600	0800	2300
0500	0700	0900	2400
0600	0800	1000	0100
0700	0900	1100	0200
0800	1000	1200	0300
0900	1100	1300	0400
1000	1200	1400	0500
1100	1300	1500	0600
1200	1400	1600	0700
1300	1500	1700	0800
1400	1600	1800	0900
1500	1700	1900	1000
1600	1800	2000	1100
1700	1900	2100	1200
1800	2000	2200	1300
1900	2100	2300	1400
2000	2200	2400	1500
2100	2300	0100	1600
2200	2400	0200	1700
2300	0100	0300	1800
2400	0200	0400	1900

Prior to calling your spouse, consult this table to see what time it is at their location. To use, first check what time it is at your location and then move over to the column of your spouses' location. Be aware that this table is in Standard Time.

*Observes Daylight Savings

Aloha from the World Famous

Golden Eagles



February 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Ground Hog Day	3	4 World Cancer Day
5 Super Bowl	6	7	8	9	10	11
12	13	14 No FRG Meeting Valentines Day	15	16	17	18
19	20 Presidents Day	21	22	23	24	25
26	27	28	VP-9 Deploys			
						12

Okinawa, Japan



March 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Ash Wednesday	2	3	4
5	VP-9 Deploys					6
12 Daylight Savings Begins	13	14 FRG Meeting (Waikulu Community Center, MCBH)	15	16	17 St. Patrick's Day	18
19	20 First Day of Spring	21	22	23	24	25
26	27	28	29	30 Daylight Savings Begins In Europe	31 Cesar Chavez Day	



April 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 April Fools Day
2	3	4	5	6	7	8
9 Palm Sunday	10	11 Passover(starts) FRG Meeting (Waikulu Community Center, MCBH)	12	13	14	15 Federal Income Tax Day
16 Easter Sunday	17	18 Passover(ends)	19	20	21	22 Earth Day
23	24	25	26	27	28 Arbor Day	29
30						



May 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 National Teacher Day	3	4	5 Cinco de Mayo	6
7	8	9 FRG Meeting (Waikulu Community Center, MCBH)	10	11	12	13
14 Mother's Day	15	16	17	18	19	20 Armed Forces Day
21	22	23	24 National Brother Day	25	26	27 Ramadan (Begins)
28	29 Memorial Day	30	31			

Deception Pass, Washington



June 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	20
11	12	13 FRG Meeting (Waikulu Community Center, MCBH)	14 Flag Day	15	16	17
18 Fathers Day	19	20	21	22	23	24 Ramadan Ends
25	26	27	28	29	30	
						20



July 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Independence Day	5	6	7	8
9	10	11 FRG Meeting (Waikulu Community Center, MCBH)	12	13	14	15
16 National Ice Cream Day	17	18	19	20	21	22
23	24	25	26	27	28	29
30 International Friendship Day	31					
						22

VP-9



World Famous Golden Eagles

August 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6 National Sisters Day	7	8 FRG Meeting (Waikulu Community Center, MCBH)	9	10	11	12 International Youth Day
13	14	15	16	17	18	19 National Aviation Day
20	21	22	23	24	25	26
27	28	29	30	31		



GOLDEN EAGLES MATTER

September 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Labor Day	5 Int'l. Day of Charity	6	7	8	9
10 Grandparents Day	11 Patriot's Day	12 FRG Meeting (Waikulu Community Center, MCBH)	13	14	15 Int'l. Day of Democracy	16
17	18 Constitution Day	19	20	21 Int'l. Day of Peace	22	23
24	25	26	27	28	29	30

Family Readiness - Hawaii

www.mccshawaii.com

Family Readiness is key to surviving the deployments you and your spouse will face while stationed with VP-9. The following is a list of tools and resources that will help you prepare:

L.I.N.K.S. (808) 257-2657/2087
Lifestyle, Insights, Networking, Knowledge & Skills (L.I.N.K.S.) is a spouse-to-spouse mentoring program that aids in family readiness.

American Red Cross: (808) 257-8488
Can assist you with passing urgent or emergency messages to your spouse while deployed. <http://www.redcross.org>

Emergency Telephone Number: (877) 272-7337
Provides disaster assistance, health and safety instructions and babysitting and volunteer youth opportunities. Assists with emergency communication and financial assistance.

MCBH Fleet and Family Service Center Counseling: (808) 257-7780
FSC offers workshops, treatment groups and intervention services as well as individual, marital and family counseling.

Pearl Harbor Military and Family Support Center: (808) 473-4222
If you do not live in the Kaneohe area or prefer to deal with the Pearl Harbor Fleet and Family Support Center, contact them using this number. There is a Yellow Pamphlet enclosed in the deployment folder that details their services .

MCBH Exceptional Family Member Program: (808) 257-7783
Designed to assist Sailors with the special needs of their Exceptional Family Members (EFM).

Navy-Marine Corps Relief Society: (808) 257-1972/1973
Charitable organization which provides financial, educational and other assistance to service members and survivors in time of need.

Substance Abuse Counseling Center: (808) 257-3900
Provides alcohol and drug education courses, outreach training, outpatient treatment and referral services.

Personal Financial Management Program: (808) 257-7787/7790
Provides one-on-one support and workshops on personal budget management, car buying strategies, investment basics and tackling debt.

Life Skills: (808) 257-2653
Provides spouses the opportunity to further their personal and professional growth. The triad of workshops provide skills and educational development in the following areas: Communication, Relationship Building, Personal and Professional Empowerment, Business Management and Leadership, Stress Reduction, Goal Setting and Life/Work Balance.

Children, Youth, and Teen Programs: (808) 257-7430
Resource and referral for child, youth and teen services aboard Marine Corps Base Hawaii.

Family Readiness

www.mccshawaii.com

Medical Services

<u>Ambulance MCBH</u> (only):	(808) 257-9111
<u>Kaneohe Bay Branch Medical Clinic:</u>	(808) 257-5041x520
For the most up to date contact information, see the clinic's website at: http://www.med.navy.mil/sites/nhch/Clinics/Pages/KaneoheBayBH.C.aspx	
Immunizations (walk-ins only) M, T, W, F (0715-1130/1300-1530) TH (0715-1200)	(808) 257-5041x103
Pediatric Clinic Medical Records Pharmacy and 24 hour refills (TAMC)	(808) 257-3365x416 (808) 257-3365x117 (808) 433-6962
<u>Pearl Harbor Makalapa Branch Medical Clinic:</u>	
Central Appointments	(808) 473-0247
<u>Tricare:</u>	
Health Care Benefits Advisor M-F (0730-1600)	(808) 257-3365
Dental Active Duty	(808) 257-3100
24 hours	(1-800) 242-6788
<u>Tripler Army Medical Center:</u>	(808) 433-2778

Family Housing Services

<u>Welcome Aboard Information and Main Housing Office:</u>	(808) 257-1257 x207
Hours of Operation: M, T, TH, F (0730-1530); Wed (0730-1400)	
<u>The Lodge at MCBH:</u>	(808) 254-5494
<u>Lending Locker :</u>	(808) 257-7719/7790/7787
(Appointments necessary) Aids in providing household goods for newcomers to the base and families who PCS out of government quarters. Allowances may be made for visiting guests if the supply is there and the need is great.	
<u>Maintenance Problems (All Star):</u>	(808) 254-5585
M-F: (0700-1600) After-hours emergency only: 1600-0700	
<u>Temporary Loan of Furniture :</u>	(808) 257-1257 X204

Family Readiness

www.mccshawaii.com

Employment Services

Family Member Employment Services: (808) 257-7790

Provides assistance and referrals for family members seeking employment, career counseling and personal career goal identification.

Job Vacancies Hotline: (808) 254-7619

Office of Personnel Management (OPM):

Federal jobs website at: <https://www.usajobs.gov/>

Temporary Employment Agencies

Addeco	(808) 533-8889
Altres Staffing	(808) 591-4900
Kelly Services	(808) 536-9343
Olsten	(808) 523-3313
Snelling	(808) 524-0100
Westaff	(808) 524-0411

Helpful Websites

www.jemsjobs.com

www.monster.com

www.honoluluhelpwanted.com

www.jobsearch.com

www.military.com/deployment



Educational Opportunities

Joint Education Center:

(808) 257-2158/1232

Lifelong Learning:

Provides personal and professional learning opportunities including academic programs, accredited classes, tuition assistance, testing and correspondence courses on base.



Chaminade University	(808) 254-1256
Embry Riddle University	(808) 254-2106
Hawaii Pacific University	(808) 254-2687
Honolulu Community College	(808) 854-9211
Oklahoma University	(808) 449-6364
Wayland Baptist University	(808) 254-6264
*Windward Community College	(808) 235-7400
(*offers GED assistance)	

Pearl Harbor Navy College Office:

(808) 473-5754

Kaneohe Bay Library:

(808) 254-7624



Family Readiness

www.mccshawaii.com

MCBH Services

Monday-Saturday (1000-2000)
Sundays (1000-1800)
Holidays (1000-1700)

Kaneohe Bay Marine Corps Base Exchange: (808) 254-3890

Clothing, electronics, house wares, sporting equipment

Kaneohe Bay Marine Corps Base Annex: (808) 254-7616

Gardening supplies, pet supplies, furniture
Building #1090 Selden St.

Book Shop: (808) 254-7586

Best selling books at discounted prices
Building #1090

Bowling Pro Shop: (808) 254-7693

Bowling supplies to include such items as bags, balls, shoes
and accessories. Building #1666

Gas Station: (808) 254-7609

7 Day Store: (808) 254-7645

Package Store: (808) 254-7671

Golf Pro Shop: (808) 254-3220

Golfing supplies and accessories

MCBH Services (Cont'd)

Auto Hobby Shop: (808) 254-7674

Mon-Wed. (0830-2000)
Thurs. (0700-1530)
Fri (CLOSED)
Sat & Sun (0900-1630)

The personnel at the Auto Hobby Shop are there to assist you with your vehicle repair needs. They are very helpful and will guide you through many auto repairs that can save you in costly repairs at the dealerships. The self-help garage is equipped with the necessary tools and equipment to perform most types of automotive maintenance and repairs on privately owned vehicles.

MWR Auto Parts K-Bay: (808) 254-2775

Hawaii State Requirements

Yearly safety inspection (Auto Hobby shop can do this for you.

Must have Registration and Insurance Card)

Yearly registration renewal (must have Power of Attorney if not in your name) and "Non-Residency Form" available from the Front Gate (take LES also).

KEEP HANDY: Registration, No-fault Insurance, Driver's License, Safety Inspection, Emergency Equipment (Reflector/Flares, Flashlight, bottle water, & first aid kit.)

Family Readiness

www.mccshawaii.com

Childcare & Development

New Parent Support Program: (808) 257-8803

Healthcare professional's providing supportive services to families through home visitation and free childbirth preparation classes.

Child Development Center: (808) 257-7430

Offered two, three or five days a week from 0830-1130 or 0830-1430 (Registration required)

Hourly Childcare (still available): (808) 257-8354

M-F (0800-1430)

Provides hourly childcare (reservations required)

Early Childhood Education: (808) 257-7430

Provides early childhood care and education for children age 6 weeks and older. Available at the Child Development Center or the Family Child Care Program.

Home Care Providers/Childcare Resource & Referral : (808) 257-7430

Certified home providers on base for the age group you specify from ages six weeks to 12 years. Interested in being a home care provider? Find out how. M-F (0800-1630)

Childcare & Development (Cont'd)

Mommy & Me (ASYMCA): (808) 257-4719

Parents and children meet with ASYMCA staff in an informal setting to share ideas, learn through play, make friends, and have fun!

M-F (0900-1100)

Children's Waiting Room at Tripler Hospital: (808) 833-1185

M, T & TH (0800-1200) (Free!) Call for more information.

Youth Activities Center: (808) 257-7610/-/7612

M-F (0930-1830)

Kaneohe Bay Teen Center: (808) 254-7648

M-TH (1400-1600) F (1400-1700)

Pearl Harbor Youth Activities: (808) 474-3071/3501

Comprehensive programming for school-age children including athletics, dance, social events, crafts and field trips.

M-F (0800-1700)

Family Readiness

www.mccshawaii.com

Pet Care Services

MCBH Animal Care Clinic (Veterinary clinic):

M-F (0800-1600) (808) 257-3643

Off-base Animal Clinics/Hospitals:

VCA Kaneohe Animal Hospital (808) 236-2414

(has after-hour, on-call emergency services)

24-Hour Animal Clinic—Waipahu (808) 671-1751

Spay & Neuter Program—Satellite City Halls:

Kailua: M-F (0745-1630) (808) 768-3798

Kaneohe: M-F (0930-1730) (808) 768-3798

Hawaii State Animal Quarantine:

Aiea (808) 483-7171

Visiting Hours

T, Th (1300-1630)

Wed. (1300-1730)

Wkds (1200-1530)

Due to the increase in Hawaii's cat and dog population the state has made spaying and neutering extremely affordable for our pets. Stop by a Satellite City hall for a certificate and schedule an appointment with a community veterinarian. Many veterinarians will require current shot records for your cat or dog.

Support

Your Navy Chaplain and the Ombudsman Program



LCDR Rogers

(808) 257-3552 Ext. 8910

The Chaplain and The Ombudsman are bound to maintain an extremely high degree of confidentiality regarding conversations with families that may be sensitive in nature. The Ombudsman will bring items to the command's attention when necessary to help in problem solving.

The Ombudsman is a mandatory reporter for the following:

- Child abuse or neglect.
- First Suspected hand knowledge of spouse abuse.
- Potential or attempted suicide.
- Potential homicidal behavior; a person who is an immediate danger to others.
- Alcohol or drug abuse by the Service member.

All communication with a Chaplain is completely confidential and privileged with NO EXCEPTION.

Family Readiness – Whidbey Island

NASWI Base Operator: (360) 257-2211

Welcome!

Welcome to Navy Region Northwest, the third largest fleet concentration area in the continental United States. Navy Region Northwest's mission is to support the fleet, fighter and family in order to provide ready Naval forces the ability to execute our nation's defense. We are military, civil service, and contractor professionals who together operate the Navy's premier shore installations. Situated in one of the most beautiful locations in the world, this area offers a unique setting with a variety of activities and opportunities for service members and their families.

If you have concerns or questions about the Pacific Northwest, contact the Fleet and Family Support Program at 1-866-854-0638 for additional information and all your referral needs.

NAS Whidbey Island has an abundance of information for families arriving on the island. This information can be found at <http://whidbey.navylifepnw.com>.

Nor'Wester

3675 Lexington St. Bldg. 2556

The Nor'Wester serves as a hub for many services, including the Housing Services Center, Fleet and Family Support Center (FFSC) and Fleet and Family Readiness (FFR) Administration. Please refer to the Housing Services Center and the Fleet and Family Support Center's individual listings for their contact information

Fleet and Family Support Center Whidbey Island

3675 W Lexington St

Building #2556

Oak Harbor, WA 98278

*(360) 257-NAVY (6289) * Toll Free: (866) 854-0638 to schedule counseling/consultations*

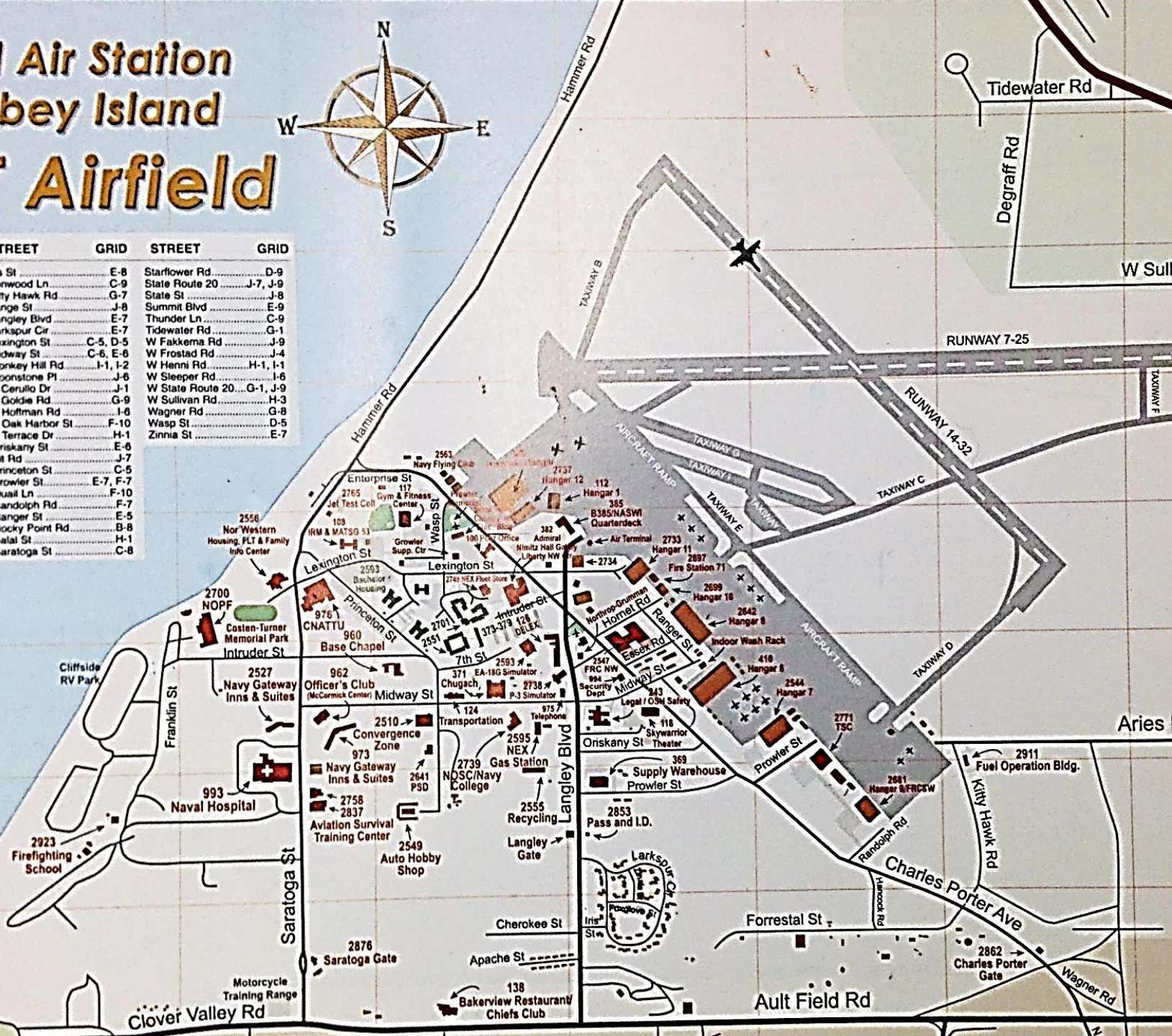
Sexual Assault Response Coordinator (SAPR) (360) 257-8893

Fleet and Family Support Programs (FFSP) support individual and family readiness and adaptation to life in the Navy. If there are any questions whatsoever, the FFSC will be available to help!

Naval Air Station Whidbey Island AULT Airfield



STREET	GRID	STREET	GRID	STREET	GRID
7th St	D-6	Iris St	E-8	Starflower Rd	D-9
Apache St	D-8	Ironwood Ln	C-9	State Route 20	J-7, J-9
Aries Rd	G-6	Kitty Hawk Rd	G-7	State St	J-8
Ault Field Rd	E-8, H-8	Lange St	J-8	Summit Blvd	E-9
Case Rd	J-9	Langley Blvd	E-7	Thunder Ln	C-9
Charles Porter Ave	F-8	Larkspur Cir	E-7	Tidewater Rd	G-1
Cherokee St	D-8	Lexington St	C-5, D-5	W Fakkema Rd	J-9
Clover Valley Rd	B-8	Midway St	C-6, E-6	W Frostad Rd	J-4
Coltsfoot Ln	I-6	Monkey Hill Rd	I-1, I-2	W Henni Rd	H-1, I-1
Degraff Rd	G-2	Moonstone Pl	J-6	W Sleeper Rd	I-6
Duffers Ln	B-9	N Cerullo Dr	J-1	W State Route 20	G-1, J-9
Enterprise St	D-5	N Goldie Rd	G-9	W Sullivan Rd	H-3
Essex Rd	E-6	N Hoffman Rd	I-6	Wagner Rd	G-8
Forrestal St	F-8	N Oak Harbor St	F-10	Wasp St	D-5
Foxglove St	E-8	N Terrace Dr	H-1	Zinnia St	E-7
Franklin St	B-6	Oriskany St	E-6		
Golf Course Rd	A-9	Pa Rd	J-7		
Gun Club Rd	B-10	Princeton St	C-5		
Hammer Rd	D-4	Prowler St	E-7, F-7		
Hancock Rd	F-7	Quail Ln	F-10		
Hawks Prairie Rd	E-9	Randolph Rd	F-7		
Heller Rd	D-9	Ranger St	E-5		
Hoffman Rd	I-5	Rocky Point Rd	B-8		
Hornet Rd	E-5	Satal St	H-1		
Intruder St	C-6, D-5	Saratoga St	C-8		



NAS WHIDBEY ISLAND - How to Get Here

From SeaTac International Airport

The Whidbey-SeaTac Shuttle provides transportation from SeaTac International Airport to all communities on Whidbey Island. Stops are conveniently located near State Route 20 and State Route 525 at various mini-marts and service stations. The trip takes two hours and 15 minutes to downtown Oak Harbor and is even faster to Coupeville, Greenbank, Freeland, Bayview, Langley and Clinton.

Whidbey SeaTac Shuttle travels on the Clinton/Mukilteo Ferry and has “first-on/first-off” priority boarding just like vanpools and carpools to ensure on-time arrivals at SeaTac Airport.

For schedule and advance reservation, call (360) 679-4003 or toll free (877) 679-4003 or visit www.seatacshuttle.com.

By Car

By highway from the south, drive north on Interstate 5 to the Whidbey Island/Mukilteo Ferry Exit 182. Proceed north on State Route 525 to Mukilteo and board a Washington State Ferry bound for Clinton.

From the Olympic Peninsula, take State Route 101 to State Route 20. Drive east to Port Townsend and ride the Washington State Ferry to Coupeville Terminal.

From the east and north, follow Interstate 5 to Exit 230 in Burlington and continue west on State Route 20 onto the island across Deception Pass Bridge.

By Ferry

From Port Townsend on the Olympic Peninsula, take a 30-minute ferry ride to Coupeville Terminal, 4 miles southwest of Coupeville. From Mukilteo, north of Seattle, a 20-minute ferry ride takes you to Clinton, Whidbey’s southernmost community.

The air station is about 20 minutes from the ferry landing. Reservations are recommended and can be made at www.wsdot.wa.gov/ferries.

Island Transit

Island Transit provides bus service throughout Island County for a nominal fee. For bus route information visit www.islandtransit.org or call (360) 678-7771.

Passes for Visitors

Visits by the general public are not permitted, but friends and relatives of personnel stationed at NAS Whidbey Island, as well as business representatives, may come aboard when escorted by a sponsor.

The Pass & ID Office, at Langley Gate on Ault Field, issues passes from 7:30 a.m. to 3:30 p.m. Monday through Friday except on holidays.

To obtain a visitor’s pass, the driver must present a valid driver’s license, proof of insurance, vehicle registration and a military ID. Without this ID, visitors will need a properly badged escort. All visitors are subject to an NCIC criminal history check. Contact Pass & ID Office at (360) 257-5620.

Vehicle Registration

All personnel, both military and civilian, are required to register their vehicles with the Pass & ID Office.

Documents Needed:

ID card (military, civilian employee or family member) or certifying letter from a naval contracting agent for contract personnel

Valid driver’s license

Valid vehicle registration

Current proof of insurance

Satisfactory completion of Personal Responsibility and Value Education and Training (PREVENT) is mandatory for all active duty E-6 and below and all those younger than age 26 within six months of registering the vehicle to be driven on base.

Relocation Support

<http://whidbey.navylifepnw.com>

Hospitality Kits

Fleet & Family Support offers Hospitality Kits. These are items that are loaned out to you while your household goods are in transit. Contact Fleet & Family Support at (866) 854-0638 or ffsp.cnrnw@navy.mil for a list of items available

Relocation Resources & Tools

Move.mil - The official Defense Personal Property System (DPS) Portal. In an effort to make moving a little bit easier for you, the DoD US Transportation Command (USTRANSCOM) and the Military Surface Deployment and Distribution Command (SDDC) developed this site as an internet-based system to manage DoD household goods moves.

Military OneSource - Moving/Relocation Resources - Resources, advice, important reports and the latest news on DoD relocation tools to help you make sound decisions.

Military Youth on the Move - Tips, stories, advice, links, packing guides and more resources to help teens deal with military moves.

Fleet & Family Support - Relocation Assistance - Offers transition services, including workshops, welcome packages, loaner items, consultations, Exceptional Family Member Program and more.

Navy Exchange On The Move - Is the fast and free, easy on-line way for military members and their families to connect their essential services for their new home, featuring the brands you trust with guaranteed best prices. Login to get special military discounts on rentals from Budget Truck Rental and discounts on PODS container moving and storage systems.

Official Postal Service Change of Address - Online form for change of address and other relocation resources.

Defense Travel Management Office - Permanent Change of Station/Relocation Frequently Asked Questions.

Temporary Lodging

Navy Gateway Inns & Suites - Bangor

Nestled among the trees of Naval Base Kitsap, Bangor, the Evergreen Lodge offers standard rooms and suites in a park-like setting. The new beds and upgraded linens ensure maximum guest comfort. Navy Gateway Inns & Suites combines all the comforts of a hotel while specializing in official business accommodations.

Navy Gateway Inns & Suites - Bremerton

Located in the central hub of Naval Base Kitsap Bremerton, we offer an unobstructed view of Sinclair Inlet and are a comfortable home away from home. Standard rooms, suites with kitchenettes and extended stay accommodations are available to meet a variety of needs and budgets. Navy Gateway Inns & Suites combines all the comforts of a hotel while specializing in official business accommodations. If you're traveling for leisure, don't forget to check with NGIS! Reserve your room today!

Navy Gateway Inns & Suites - Smokey Point

Located approximately 20 minutes north of Naval Station Everett in the Smokey Point Navy Support Complex, the Navy Gateway Inns & Suites, Eagle's Nest Inn offers standard rooms and suites. Navy Gateway Inns & Suites combines all the comforts of a hotel while specializing in official business accommodations.

Navy Gateway Inns & Suites - Whidbey Island

Conveniently positioned on Naval Air Station Whidbey Island's Ault Field, which overlooks the San Juan Islands and Strait of Juan de Fuca. Navy Gateway Inns & Suites combines all the comforts of a hotel while specializing in official business accommodations.

Navy Lodge - Bangor

Navy Lodge Bangor is conveniently located near family resources, such as the Navy Exchange, Commissary, Family Housing Center, PSD, Fitness Center/Gym, Marina, Tennis Courts, Bowling Alley, Child Care Center, MWR Recreational Center, Movie Theater and Hospital.

Navy Lodge - Smokey Point

Navy Lodge is located 52 miles from SeaTac International Airport (SEA) and about 20 minutes north of NS Everett. The Navy Lodge is steps away from the NEX, Commissary and NEX Mini Mart & Gas Station.

Navy Lodge - Whidbey Island

Navy Lodge Whidbey Island is conveniently located near the Navy Exchange, Commissary, Family Housing Center, Fitness Center/Gym, Marina, Golf/Tennis Courts, Bowling Alley, Movie Theater, Child Care Center and MWR Recreation Center.

Medical Services

<http://whidbey.navylifepnw.com>

Naval Hospital Oak Harbor

3475 N. Saratoga St, Bldg #993
Oak Harbor, WA 98278
360-257-9500

Helpful Links:

[TriWest](#) - administers the TRICARE program for military service members and their families in the 21-state West Region

<http://www.triwest.com/en/>

[US Family Health Plan](#) - one option of the military health system known as TRICARE. US Family Health Plan was selected by the Department of Defense to be a provider of TRICARE Prime. As a member, you receive all the benefits offered by the DoD's TRICARE Prime program, plus additional advantages and features at no extra cost

<http://www.usfhp.com/>

Navy Medicine

<http://www.med.navy.mil/Pages/default.aspx>

Whether you are just reporting to the squadron or a family transiting from Hawaii to Whidbey, you will need to have your information updated for medical and dental services

Tricare Prime

Follow these simple steps to make sure you don't have a break in coverage when you move.

1. Don't dis-enroll from your Prime option before you move.
2. Transfer your Prime coverage within 30 days of arriving at your new location.
3. Whenever you move ...
 - a. Near or far, the first thing you should do after you move is update DEERS (<https://www.dmdc.osd.mil/milconnect/>) with your new address, phone number and other personal information.
4. Do you have a child with special needs?
 - a. Talk to your child's case manager and regional contractor before you move. They can help you find a new doctor and other resources so the transition is smooth with no interruptions in coverage.
5. If enrolled in the TRICARE Dental Program, call MetLife to update your records and find a new dentist: (1-855) 638-8371

Tricare Standard

Your coverage won't change when you move. Follow these steps after arriving at your new home:

- Update your address and other personal information in the Defense Enrollment Eligibility Reporting System
- Find a new doctor by using <http://tricare.mil>
- Continue to get care when you need it

Housing Services

<http://whidbey.navylifepnw.com>

Unaccompanied Housing:

360-257-5323/ DSN 820-5323

Newcomers will register at the Unaccompanied Housing Front Desk, open 24/7 at Navy Gateway Inns & Suites (NGIS) in Building 973.

Family Housing

360-257-3331

Hours are 7:30 a.m. to 4 p.m. Monday through Friday.

Hunt Military Communities now manages all Family Housing units. To begin the application and referral process, personnel must first contact the Housing Services Center on Ault Field at Building 2556 (Nor'Wester), 3675 W. Lexington St.

Hunt Military Communities

360-679-4241

Hours are 8 a.m. to 5 p.m. Monday through Friday.

(Only Victory Terrace Community Center is open through lunch.)
Hunt Military Communities operates out of three Community Centers.

Victory Terrace, 2205 Egret Drive

Maylor Point, 1093 Mount Stewart Loop

Crescent Harbor, 1930 Magnolia Way

All public/private venture housing at NAS Whidbey Island comes with a range, refrigerator, dishwasher and washer/dryer hookups.

Housing Referral Services

Contact Information

DSN 820-3331

Com. 360-257-3331

1-800-876-7022 - Ext: 1

Property Management

Hunt Military Communities (transitioned from Forest City on March 1, 2016)
Current Inventory 1495

Neighborhoods:

- Whidbey Apartments – Zoned for E1- E6
- Victory Terrace - Zoned for E1-E6
- Oriole and Crescent Harbor (constructed 2006-2009) – Zoned for E6
- Crescent Harbor (Navy renovated and PPV renovated) – Zoned for E1- E5
- Maylor Point – Zoned for E6 – O5
[Forbes Point, Coral Sea and Maylor Glacier \(constructed 2006-2009\)](#)

Application Process

- Application – DD Form 1746
- Registered Sex Offender Disclosure
- Courtesy Move Acknowledgement form

These forms can be obtained online at www.navylifepnw.com

- Confirmation of dependents – Page 2 (NAVPERS 1070/602)
- Permanent Change of Station Orders/Homeport Change Certificate
- If there is a pregnancy, a copy of the pregnancy statement from the doctor with speculated birth date.
- Special Power of Attorney (SPOA), if spouse will be accepting unit for Service Member

Service Member provides these documents

Childcare and Development

<http://whidbey.navylifepnw.com>

Clover Child Development Center

Child Development Centers (CDC) offer center based care for children 6 weeks to 5 years of age

Address

365 W Clover

Bldg 2679

Oak Harbor, WA 98278

Phone

[360-257-3302](tel:360-257-3302)

Hours

Monday - Friday: 6 am - 6 pm

Regatta Child Development Center

Child Development Centers (CDC) offer center based care for children 6 weeks to 5 years of age

Address

220 NE Regatta Dr

Bldg 2938

Oak Harbor, WA 98278

Phone

[360-257-6572](tel:360-257-6572)

Hours

Monday - Friday: 6 am - 6 pm

Whidbey Child Development Homes

Our CDH program has over 100 homes throughout the region certified by Navy Child Development Programs to provide child care to youth up to 12 years of age.

Address

260 W Pioneer Way

Bldg 13

Oak Harbor, WA 98278

Phone

[360-257-1877](tel:360-257-1877)

Office Hours

Monday - Friday: 7:30 am - 5 pm

Whidbey School Liaison Officer

The School Liaison Officer is the primary point of contact between the military installation, the local schools and school districts, transitioning families and the community at large.

Parents and community members with questions on school-age military child education are encouraged to contact their local School Liaison Officer.

Address

Nor'Wester

3675 W Lexington

Bldg 2556

Oak Harbor, WA 98278

Phone: [360-257-6863](tel:360-257-6863)

Fax: [360-257-3723](tel:360-257-3723)

Hours: For a consultation, please contact us for an appointment.

Whidbey School-Age Care

Address

Youth Activities Center

54 Wake Ave

Bldg 2874

Oak Harbor, WA 98278

Phone: [360-257-0889](tel:360-257-0889)

Hours: Monday - Friday: 6 am - 6 pm

Youth Activities Center

Our youth center is open to eligible family members ages 12 - 18 in grades 7 - 12 of active, retirees, DoD civilians and DoD contractors

Address

54 Wake Ave

Bldg 2874

Oak Harbor, WA 98278

Phone: [360-257-3150](tel:360-257-3150)

Hours

School Year

Monday: 1:30 - 6 pm

Tuesday - Thursday: 2:30 - 6 pm

Friday: 2:30 pm - Midnight

Summer & School Holidays

Monday - Thursday: 2 - 6 pm

Friday: 2 - 10 pm

Family Support

<http://whidbey.navylifepnw.com>

Educational Opportunities

A wide variety of training opportunities exist for military members and their families. Whether it is job related training or the pursuit of college credits and a degree, the Fleet & Family Support Program staff can also assist you with resources and information. For more information, visit <http://whidbey.navylifepnw.com/welcome-aboard/areasources/educational-resources>.

Kristine Patrick - (360) 257-8058.
Work and Family Life Consultant

Financial Planning

Budgeting

Sailors and their spouses should review family financial procedures and ensure all financial matters are resolved prior to departure. The Navy Marine Corps Relief Society and many credit unions and banks can provide assistance with budget planning. In order to help every household remain on the same page, we recommend using online budgeting software in which both the Sailor and their spouse are able to stay on the same page with the household budget. There are several mobile applications and websites.

USAA.com and **Mint.com** allows members to create a budget based on their bank accounts and automatically posts transactions but often require some attention to set the categories.

Everydollar.com is a new website released earlier this year that is one of the few, if not the only, website that allows you to create a budget prior to the first of the month. This allows couples to have their household budget planned and created well before the first of the month all in one place.

Basic Allowance for Housing (BAH)

Personnel receiving Hawaii BAH for residing off base will continue to receive these allowances at Hawaii rates while deployed until VP-9 has completed its Permanent Duty Station Change to Whidbey Island on October 1, 2018. For those in government quarters, there will be no changes. For members that elect to relocate dependents at their own expense back to the mainland, you must notify the Personnel Office of this action so that your VHA entitlements can be adjusted.

Family Separation Allowance (FSA)

Personnel who are married and not legally separated or those who retain legal custody of dependents if divorced will receive FSA in the amount of \$250 per month. This is not authorized until after the 31st day of separation, at which time retroactive payments will be made.

Cost of Living Allowance (COLA)

Sailors and their families will continue to receive COLA which is made on a day by day basis unless any of the following occurs:

- Dependents leave the island for over 30 days. **If a service member relocates his or her dependents, it is imperative that they notify the Personnel Office.**
- Longevity increase (i.e., >2 years, >3 years, etc.)
- Change in COLA rates.
- Addition or loss of dependent.
- Confinement

Per Diem

All squadron members will receive per diem on deployment. Per Diem is intended to cover some of the living expenses of the squadron member while he or she is on deployment.

Pay Problems

If a pay problem is encountered during deployment, **spouses should first attempt to contact their Sailor.** If due to detachments or exercises and your spouse is unreachable, contact the Admin Office in Kadena. The Family Readiness Group is also available to help with contacting your Sailor.

Direct Deposit

Direct Deposit to a joint account can lead to confusion and problems if both spouses are performing transactions on the same account. Bounced checks and overdrawn accounts can occur. Most banks will set up separate accounts and distribute the direct deposit funds between the accounts as requested. Transfer of funds between accounts can easily be made if one person falls short of cash. Contact your Bank or Credit Union for more information.

Helpful Websites

American Red Cross

<http://www.redcross.org/>

Ask Military Pay

(Defense Finance and Accounting Service)

<https://corpweb1.dfas.mil/askDFAS/askMilPay.jsp>

Consumer Credit Counseling

<http://credit.org/cccs/> Credit Reporting Bureaus

<http://www.experian.com/>

<http://www.equifax.com/>

<http://www.transunion.com/>

Defense Finance Accounting Service (DFAS)

<http://www.dfas.mil/>

Deployment Health Support

<http://fhp.osd.mil/>

Employment Services

<http://www.usajobs.gov/>

Fleet and Family Support Centers (FFSC)

<https://www.nffsp.org>

Family Advocacy Program

<http://www.mccshawaii.com/advocacy.htm>

Hale Koa

<http://www.halekoa.com/>

IRS

<http://www.irs.gov/>

JPPSO (Joint Personal Property Shipping Office)

<https://www.smartwebmove.navsup.navy.mil/>

K.I.D.S. Kids Information Deployment Stuff

<http://www.operationhomefront.org/>

Marine Corps Base Hawaii

<http://www.mcbh.usmc.mil/>

Marine Corps Community Services (MCCS)

<http://www.mccshawaii.com/>

Military Family Frequently Asked Questions

http://www.redcross.org/faq/0,1096,0_380_,00.html

Military OneSource

<http://www.militaryonesource.com/>

Military Spouse

<http://www.milspouse.org/>

Morale, Welfare and Recreation (MWR)

<http://www.mwr.navy.mil/>

National Military Family Association

<http://www.nmfa.org/>

Navy Legal Services

<http://www.jag.navy.mil/html/NLSONCLegalassistance.htm>

Navy-Marine Corps Relief Society (NMCRS)

<http://www.nmcrcs.org/>

Navy Wives

<http://www.navywives.com/>

VP-9 Website

<http://www.vp9.navy.mil>

What If?

What if there was a death in the family?

- Contact the local Red Cross at **(1-877) 272-7337** to get a message to the service member anywhere in the world. Also, contact the Golden Eagle Ombudsman.
- Chaplains can also be a useful resource for both information and emotional support:
– **MCBH: (808) 257-0509 x8910** – **Whidbey: (360) 257-4516**

How do I contact my spouse?

- Use the phone numbers and mailing addresses given in this document. Additionally, the Ombudsman can expedite communication with your Service Member in the case of an emergency.

How do I contact other Spouses?

- Call the Ombudsman or the FRG. You can also find them on Facebook.

What if I am in need of medical help while travelling outside of Hawaii?

- Before travelling, contact Tricare at **1-800-TRICARE** to change your region affiliation as applicable.
- If it is an emergency, go to the nearest Emergency Room. Tricare can be notified after treatment has been received.
- If it is not an emergency, contact Tricare and they will direct you the nearest approved facility to avoid out of pocket expenses.

What if I am in debt and need assistance?

- Fleet and Family Support Center (FFSC) Personal Financial Management Professionals are experts in dealing with this issue and are available free of charge to assist via email at <http://ffsp.navy.mil> or contact them by phone: **(808) 257-7787**.
- Contact a Navy-Marine Corps Relief Society Counselor via email at <http://www.nmcrs.org> or contact them by phone: **(808) 254-1327**. NMCRS can often provide low-interest loans to help families get through financial difficulties. They will also provide counseling and budgeting help to ensure future financial success.
- **FFSC Whidbey number: (866) 854-0638**

What if I have car trouble, but am unable to afford the costly repairs?

- Contact the Navy-Marine Corps Relief Society at <http://www.nmcrs.org> or **(808) 257-1327**.

What if I need airfare for an emergency and cannot afford it?

- Contact the Navy-Marine Corps Relief Society at <http://www.nmcrs.org> or **(808) 257-1327**.

Legal Planning

While the Command has already hosted the Regional Legal Service Officer (RLSO) in squadron spaces, they can still provide legal services to members in Hawaii. For members in Whidbey, be sure to contact Naval Legal Service Office, NASWI.

The services available range from general estate planning and wills to insurance review and general property matters. Advice is available on such matters as credit purchasing, state and federal taxation, state motor vehicle laws, landlord-tenant relationships, laws involving domestic issues (divorce, adoption, etc.), state residency matters, immigration laws and commercial contract laws. Check with your respective Legal Office for more information specific to your area of concern.

The US Navy lawyers cannot represent clients in civilian court, but they can advise and assist active duty and retired service members that have personal legal problems. The Legal Officer is required to treat all such problems confidentially and may not lawfully be ordered to disclose such information by any superior authority. When a legal problem is not within the scope of the Legal Assistance Program, referral can be made to the local civilian counsel.

Act immediately when a legal issue is discovered. Immediate action will often resolve small problems before they become more serious. For example, the best time to ask questions is before signing a contract rather than when the terms of the contract come into dispute. **Never sign a blank contract!!!** Utilization of legal assistance is both advised and encouraged when a legal problem is first identified.

Powers of Attorney:

One of the most important matters to consider during pre-deployment planning is a Power of Attorney. A Legal Assistance Officer should be contacted to help you prepare one.

Wills:

The Legal Offices at Marine Corps Base Hawaii, Joint Base Pearl Harbor, and Naval Air Station Whidbey Island will assist both military personnel and their family members in the preparation of wills. Will workshops are given regularly and members can contact their respective Legal Office for dates and times.

Legal Planning (Cont'd)

In Loco Parentis:

This phrase means “standing in place of parents.” If children are in the care of someone other than a parent or legal guardian, that person is considered “in loco parentis.” Some states will appoint children as wards of the state when the parents are injured and/or unconscious unless there is an original notarized document authorizing a specific person to act as guardian. It is possible that children in the care of someone other than the legal guardians or parents will not be seen for medical emergencies without the original notarized form. A separate form must be filled out and notarized for every person caring for the child or children and there should a form in your vehicle that can be easily accessed.

Notarization:

Notary public service is available at the Legal Assistance Offices, most banks and credit unions and usually through the Fleet Family Service Center. There may be a small service fee for the service depending upon where obtained.

Legal Assistance:

The U.S. Navy lawyers cannot plead a Navy family member’s case in court, but can advise Navy Personnel and their family members who have personal legal problems. The Legal Officer Treats all such problems confidentially, and may not be lawfully ordered to disclose such information by any superior naval authority.

The military lawyers stationed at the respective legal offices in Pearl Harbor, HI and Naval Air Station Whidbey Island take on clients on an appointment basis, but anyone having an emergency can usually be seen the same day. Contact your respective legal office for more information.

Regional Legal Services Office, Hawaii
850 Willamette St.
Pearl Harbor, HI 96860-5109
(808) 473-1379

Naval Legal Service Office, NASWI
3530 N. Langley Blvd
Ault Field
Building #243
Oak Harbor, WA 98278
(360) 257-2126

Administrative and Legal Readiness Checklist for Married Service Members

The following checklist is designed to help service members and their families prepare their administrative and legal affairs prior to a deployment. For military and family documents, insurance policies, and property documents, place a check mark in the box on the left once both the service member and spouse have discussed where the following documents are located. In the space provided, write the location of these documents to serve as a reference for the family. If an item does not apply, cross it out to avoid any future confusion.

Military and Family Documents

- ☐ Birth certificates _____
- ☐ Marriage certificate _____
- ☐ Divorce decrees/separation agreements _____
- ☐ Death certificates for deceased family members _____
- ☐ Naturalization or citizenship papers _____
- ☐ Current Record of Emergency Data _____
- ☐ Military records _____
- ☐ Court orders pertaining to support and custody of legal dependents _____
- ☐ Legal papers/adoption papers _____
- ☐ Social security cards for all family members _____
- ☐ Social security numbers. _____
- ☐ Service member: _____
- ☐ Spouse: _____
- ☐ Children: _____
- ☐ Up to date wills _____
- ☐ Power of attorney _____
- ☐ Advance medical directive (living will) _____
- ☐ Executor appointment _____
- ☐ Medical power of attorney for children _____
- ☐ Updated beneficiary for SGLI _____
- ☐ Completed family care plan _____
- ☐ Up to date ID cards for all family members, valid through the service member's return from deployment _____
- ☐ Current passports _____

Insurance Policies

- ☐ Life insurance policies
Agent: _____ Telephone: _____
- ☐ Household insurance policies
Agent: _____ Telephone: _____
- ☐ Automotive insurance policies
Agent: _____ Telephone: _____

Property Documents

- ☐ Deeds _____
- ☐ Mortgage information _____
- ☐ Lease agreements _____
- ☐ Automotive title (or loan papers) _____

Additional Questions

- ☐ Are all dependents enrolled in DEERS?
- ☐ Is the family's TRICARE enrollment current?
- ☐ Do family members know where to go for legal assistance?
- ☐ Contact number for legal assistance: _____
- ☐ Do family members know where and how to obtain new ID cards?
- ☐ Are administrative and legal documents stored in a safe location?

Additional Legal Readiness Issues for Newlyweds

- ☐ Has the service member gone to the Personnel Office with all official documents and changed his or her official records to show that he or she is married, listing the spouse as next-of-kin on the Record of Emergency Data?
- ☐ Has the service member, at his or her discretion, listed his or her spouse as beneficiary for government and civilian insurance policies? If so, has the service member checked with the Personnel Office to confirm?
- ☐ Has the service member applied for a Dependent's Identification and Privilege Card and enrolled his or her spouse in DEERS at the Personnel Office?

Administrative and Legal Readiness Checklist for Single Service Members

The following checklist is designed to help single service members prepare their administrative and legal affairs prior to a deployment. Before deploying, single service members should designate a parent, other family member or trusted friend to manage their administrative and legal affairs in their absence. For Military and Family Documents, Insurance Policies and Property Documents, place a check mark in the box on the left once both the service member and the designated person have discussed and know where the following documents are located. In the space provided, write the location of these documents to serve as future reference. If an item does not apply, cross it out to avoid any future confusion.

Military and Family Documents

- ☐ Birth certificates _____
- ☐ Divorce decrees/separation agreements _____
- ☐ Naturalization or citizenship papers _____
- ☐ Current Record of Emergency Data _____
- ☐ Military records _____
- ☐ Completed family care plan _____
- ☐ Completed personal care plan _____
- ☐ Court Orders pertaining to support and custody of legal dependents _____
- ☐ Legal papers/adoption papers _____
- ☐ Social security card _____
- ☐ Social security number _____
- ☐ Up to date will _____
- ☐ Power of attorney _____
- ☐ Advance medical directive (living will) _____
- ☐ Executor appointment _____
- ☐ Medical power of attorney for children _____
- ☐ Updated beneficiary for SGLI _____
- ☐ Current passport _____

Insurance Policies

- ☐ Life insurance policies
Agent: _____ Telephone: _____
- ☐ Household insurance policies
Agent: _____ Telephone: _____
- ☐ Automotive insurance policies
Agent: _____ Telephone: _____

Property Documents

- ☐ Deeds _____
- ☐ Mortgage information _____
- ☐ Lease agreements _____
- ☐ Automotive title (or loan papers) _____

Additional Questions

- ☐ Does a parent, other family member or trusted friend designated to watch over legal and administrative affairs know where to go for legal assistance? Contact number for legal assistance: _____
- ☐ Are administrative and legal documents stored in a safe location?